



Our Mission: Empowering families in a housing crisis to achieve stabilization through community connections.

Job Title: Overnight Shelter Host

Job Hours: Part time

Reporting Structure: Reports to Director of Operations

Job Role: The Overnight Shelter Host role is to help fulfill the mission of Family Promise of Lawrence (FPL) of empowering families in a housing crisis to achieve stabilization through community connections.

The Overnight host will provide support to FPL families and volunteers by hosting overnights in the Shelter. The Overnight Hosts will communicate as needed with other hosts, families, volunteers and FPL staff to ensure the safety of families staying in the shelter. They will enforce the shelter schedule and be a point of contact in the event of an issue or emergency. This position may require being awake throughout the overnight.

Job Responsibilities:

- Completion of online and in-person training
- Be the responsible staff on site for scheduled shift of 8 PM to 6:30 AM
- Ensure that families are safe and are following the shelter requirements
- Build trusting relationships with all family members staying in the shelter
- Must handle client information with a high level of confidentiality
- Clean up common areas, empty trash, other general cleaning as needed throughout the shift
- In the event of any emergency, threat of violence, or 911 call required during shift, follow FPL procedures
- Report concerns, disturbances, issues, etc., per FPL policy
- When unable to be present for scheduled shift, follow FPL procedures for finding a replacement.

Qualifications/Education/Skills:

- Excellent communication and interpersonal skills
- Honesty, integrity, loyalty, high professional demeanor, and respect for co-workers, volunteers and guests/clients
- Interpersonal skills with the ability to work effectively with a wide range of people from different cultures and faiths and a compassion for people in crisis

Our Vision: Every family receives support, compassion, and a chance to create a better